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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

April 2, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. A-17

To: All Branch and Division Chiefs and Regional Administrators
From: Edward J. Kelly, Chief, Finance and Accounts Division
Subject: Proper Voucher Forms to be Used

The Finance and Accounts Division is receiving numerous vouchers covering transportation charges on movements of household goods that have been prepared on Standard Voucher Form 1034. These vouchers are supported by Government bills of lading issued in various field offices throughout the Continental United States.

All other types of freight transportation charges supported by Government bills of lading are submitted on Voucher Form 1068, Public Voucher for Transportation of Freight or Express. It is requested that all issuing officers be informed that when issuing bills of lading for household shipments the carriers be requested to submit vouchers on Standard Form 1068 in order that a uniform policy will be in effect throughout the Administration.

Edward J. Kelly

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